



## **Web Data Collector (WDC)**

### **User Guide – Manager Access**

For further assistance on the Web Data Collector contact the Timetabling Team at: [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk) or on 020 7955 6333 (x6333)

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## 1. Introduction

To access the WDC, click on the following link: <http://lse.ac.uk/timetabling/datacollector> which takes you to the screen in Fig 1.1. Enter your username and password (which is case sensitive).

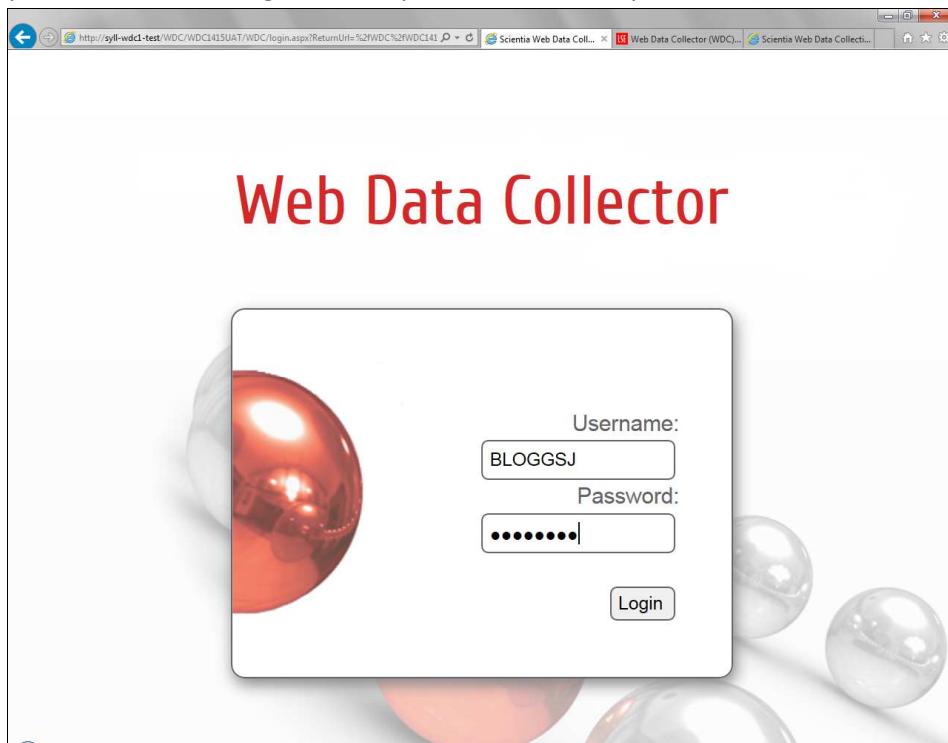


Fig 1.1

You will be prompted to input your username and password (this is case sensitive). This will take you to the main WDC menu screen below (Fig 1.2).

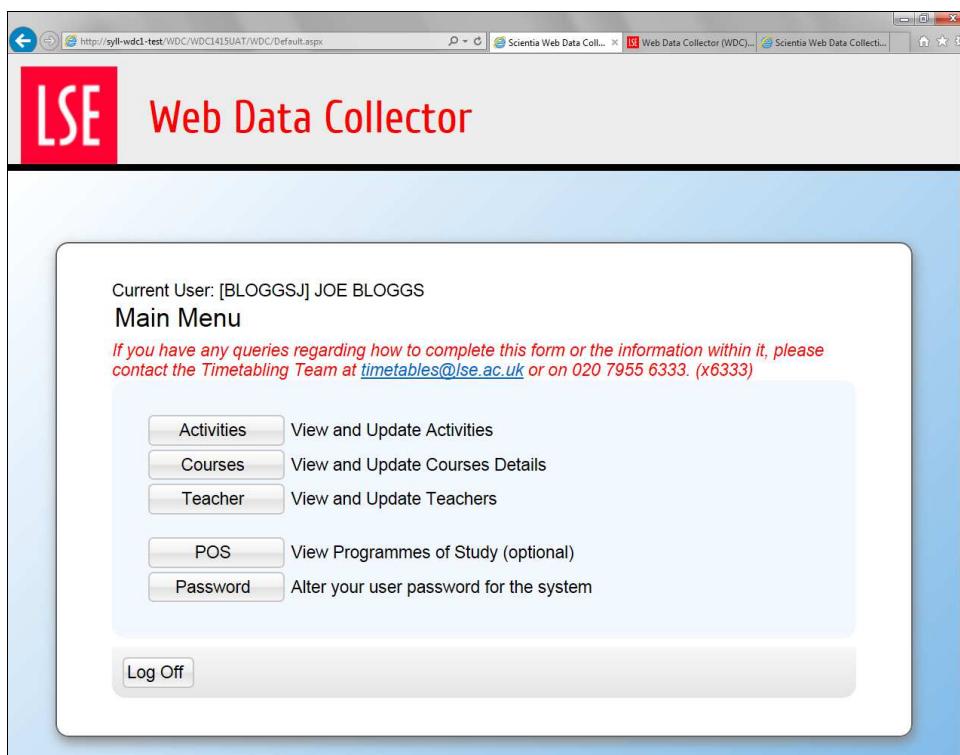


Fig 1.2

## 1.1 Recommended order of work:

1. Review and Edit Courses
2. Review and Edit Teachers
3. Review and Edit Activities

Note: **POS** (Programs of Study) is included in the menu as an optional section for information, and is not required to be completed.

## 1.2 Navigating the Online Form

The form is split into a number of sub menus (see Fig 1.2) where you can edit specific data. These should be intuitive to follow and use drop down menus, selection buttons, and free text boxes. Clicking **Save** on any screen will record any change you have made within this screen and allow you to carry on editing the same screen.

Some guidance notes **in red** are included on each page to assist you in completing the form.

**Clicking Main Menu** will take you back to the main menu where all sub menus are listed.

### Status of Courses and Activities

The screenshot shows a Windows desktop environment with a web browser window open to a URL starting with "http://syll-wdc1-test:WDC/WDC141SUAT/WDC/ActivityEdit.aspx". The browser title bar includes "Scientia Web Data Collector" and "User guides - All Document". The main content area displays a form for editing course details. The "Status" field is highlighted with a blue border, showing three options: "Unchecked", "NotRunning", and "Checked". Other fields visible include "Name" (AC102/CLASS/Elements of Finan), "System Ref" (AC102/CLASS), "Activity Type" (CLASS), and "Activity Number" (Elements of Financial Accounting). Below the status field, there is a section labeled "Details" with fields for "Expected students" (0) and "Duration (HH:MM)" (01:00). The bottom of the window shows standard Windows taskbar icons and the system clock at 13:59.

Fig 1.3

The **Status** tab (Fig 1.3) featured in the Courses and Activities pages within the form will provide the following options:

- i. **Unchecked**: this is the default status and means that the information hasn't been checked by the User\*.
- ii. **Checked**: the User has checked the information and made changes or left the information unchanged (as required).
- iii. **Not Running**: this course is not running the coming Academic Year.

Users must select either ii. or iii. once they have finished completing their forms.

\* User refers to the person making changes in this form.

## Status of Teachers

The screenshot shows a web browser window titled 'LSE Web Data Collector'. The URL in the address bar is 'http://syll-wdc1-test/WDC/WDC1415UAT/WDC/resource.aspx'. The page displays 'Edit Teacher Details' for a user named 'JOE BLOGGS'. There are three input fields: 'Name' (BLOGGS, DR JANET), 'Teacher Code' (123456), and a dropdown 'Status' menu. The 'Status' menu has three options: 'Unchecked' (selected), 'Has Left LSE', and 'Checked'. Below the form, a note says 'Teacher Details' and 'Select your preferred research day.' The browser's status bar at the bottom shows the date and time as '13/5/2012 13:57'.

Fig 1.4

The **Status** tab (Fig 1.4) featured in the Teachers page within the form will provide the following options:

- i. **Unchecked**: this is the default status and means that the information hasn't been checked by the User.
- ii. **Checked**: the User has checked the information and made changes or left the information unchanged (as required).
- iii. **Has Left LSE**: this teacher has left the LSE.

Users must select either ii. or iii. once they have finished completing their forms.

## 2. Courses

The **Courses** tab allows you to modify delivery details for courses in your department. Clicking on the **Courses** tab from the main menu will take you to the **View Courses List** page (Fig 2.1).

Selecting your department from the drop down menu will result in a list of all the courses linked to your Department. From here you can confirm the **Status** of each course (see notes in 1.2 of this guide) and edit the delivery details.

The screenshot shows a web browser window titled 'View Courses List'. At the top, there are dropdown menus for 'Department' (set to 'AC00 - Department of Accou...') and 'Course' (set to 'Please Select...'). Below this, a section titled 'View and update course details' contains a table with columns for 'Course Code', 'Title', and 'Status'. The table lists various accounting courses like AC100, AC102, AC103, etc., with their respective titles and current status (all are 'Unchecked'). There are 'Edit' links next to each row. At the bottom of the table are 'Save' and 'Add' buttons, along with 'Main Menu' and 'Log Off' links.

Course Code	Title	Status
WDC7930C202C19843F3B48583	_NewModule	Unchecked <input type="checkbox"/> Edit
AC100	AC100 (Elements of Accounting and Finance)	Unchecked <input type="checkbox"/> Edit
AC102	AC102 (Elements of Financial Accounting)	Unchecked <input type="checkbox"/> Edit
AC103	AC103 (Elements of Management Accounting and Financial Manag)	Unchecked <input type="checkbox"/> Edit
AC104	AC104 (Elements of Accounting, Financial Institutions and Financial	Unchecked <input type="checkbox"/> Edit
AC211	AC211 (Managerial Accounting)	Unchecked <input type="checkbox"/> Edit
AC310	AC310 (Management Accounting, Financial Management and Orga	Unchecked <input type="checkbox"/> Edit
AC330	AC330 (Financial Accounting, Analysis and Valuation.)	Unchecked <input type="checkbox"/> Edit
AC340	AC340 (Auditing, Governance and Risk Management)	Unchecked <input type="checkbox"/> Edit
AC410	AC410 (Management Accounting, Strategy and Organisational Cont	Unchecked <input type="checkbox"/> Edit
AC411	AC411 (Accounting, Strategy and Control)	Unchecked <input type="checkbox"/> Edit

Fig 2.1

### 2.1 Updating an Existing Course

To edit the information for a particular course, click on the **Edit** option next to that course, which will enable you to view and update course details. This will take you to the **View and update Course Details** page (Fig 2.2).

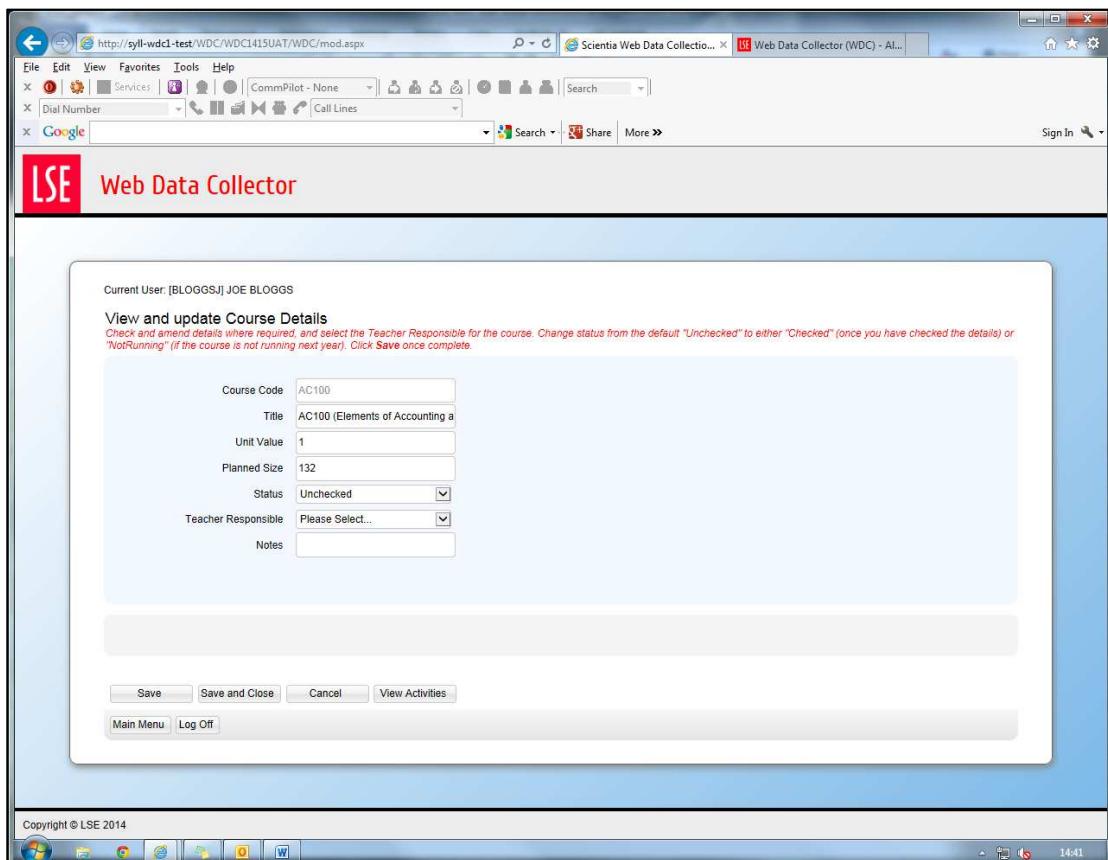


Fig 2.2

On this page, you can make changes to all fields except that of the **Course Code** which is not editable.

You should select the **Teacher Responsible** from the drop down list. If the name of the teacher is not listed, write the teacher's name in the notes. Use the following naming convention when writing the teacher's name:

**LASTNAME, TITLE FIRSTNAME/INITIAL(S) MIDDLENAME(S)/INITIAL(S)**

Examples:

- Jane Bloggs: **BLOGGS, JANE**
- J Bloggs: **BLOGGS, J**
- Dr J Bloggs: **BLOGGS, DR J**
- Dr Jane Bloggs: **BLOGGS, DR JANE**
- Dr Jane Louise Bloggs: **BLOGGS, DR JANE LOUISE**
- Dr Jane R Bloggs: **BLOGGS, DR JANE R**
- Dr Jane-Louise Bloggs: **BLOGGS, DR JANE-LOUISE**
- Dr Jane-Louise R Bloggs: **BLOGGS, DR JANE-LOUISE R**
- Dr Jane Bloggs-Smith: **BLOGGS-SMITH, DR JANE**
- Dr Jane-Louise Bloggs-Smith: **BLOGGS-SMITH, DR JANE-LOUISE**

**Remember:**

- a) If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Courses List** page).
- b) Once you have finished checking the details of this course, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).

## 2.2 Adding a New Course

The **Courses** tab allows you to add the details of new courses in your Departments. Clicking on the **Courses** tab from the main menu will take you to the **View Courses List** page (Fig 2.1).

To add a new course, click the **Add** button at the bottom of the page which will take you to the **View and update Course Details** screen (Fig 2.3).

Current User: [BLOGGSJ] JOE BLOGGS

View and update Course Details

Check and amend details where required, and select the Teacher Responsible for the course. Change status from the default "Unchecked" to either "Checked" (once you have checked the details) or "NotRunning" (if the course is not running next year). Click **Save** once complete.

Title:

Unit Value:

Planned Size:

Status:

Teacher Responsible:

Notes:

Buttons: Save, Save and Close, Cancel, View Activities

Main Menu, Log Off

Fig 2.3

You will need to add the Title (name) of the new course, keeping it as accurate as possible to the expected course title that has or will be agreed by the Committee.

Complete the other details as required in the form. You may wish to include further details about the course in the Notes field.

**Remember:**

- a) If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Courses List** page).
- b) Once you have finished checking the details of this course, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).

### 3. Teachers

The Teacher tab allows you to edit the details of teachers in your Departments. Clicking on the **Teachers** tab from the main menu will take you to the **View Teacher List** page (Fig 3.1).

The list you see will be limited to the teachers linked to your Department. From here you should confirm the **Status** of each teacher as Teaching (default setting), Not Teaching, or Has Left LSE (see notes in 1.2 of this document).

Current User: [BLOGGSJ] JOE BLOGGS

View Teacher List

Department AC00 - Department of Account

LSE ID Number	Name	Status	Edit
405567	ABDALLA, MR AHMED	Teaching	<input type="checkbox"/>
200625376	AMIRASLANI, MR HAMI	Not Teaching	<input type="checkbox"/>
408302	ANDRONOUDIS, MR DIMOS	Has Left LSE	<input type="checkbox"/>
285960	ATHANASAKOU, DR VASILIKI	Teaching	<input checked="" type="checkbox"/>
224879	BALACHANDRAN, DR BALA	Teaching	<input checked="" type="checkbox"/>
165105	BARONE, MS ELISABETTA	Teaching	<input checked="" type="checkbox"/>
186544	BECCALLI, DR ELENA	Teaching	<input checked="" type="checkbox"/>
84759	BHIMANI, PROF AL	Teaching	<input checked="" type="checkbox"/>
389407	BISBE, PROF JOSEP	Teaching	<input checked="" type="checkbox"/>
200007270	BOND, MR DAVID	Teaching	<input checked="" type="checkbox"/>
3607	BROMWICH, PROF M	Teaching	<input checked="" type="checkbox"/>

Save Add Main Menu Log Off

Fig 3.1

#### 3.1 Updating an Existing Teacher

To edit the information for a particular teacher, click on the **Edit** option next to that teacher, which will take you to the screen in Fig 3.2. Note: the Teacher Code refers to the LSE's staff number associated with that teacher.

#### Teacher Details

Select a Preferred Research Day (if desired) and enter an email address if available.

#### Teaching Constraints

The teaching week patterns field under Teaching Constraints is not an editable field.

As instructed in the form, highlight any teaching constraints. The form is defaulted to a green grid so you need to click on the red paint box under the table and then click on any times that the teacher is unavailable. If you wish to "undo" any red selections, click on the green paint box under the table and highlight any times that the teacher is available.

There is also a Notes field if you wish to add any further information about the teacher's teaching constraints.

Fig 3.2

### Share with Departments

Under the section **Share with Departments**, you will note that the teacher's course Department is listed in the box called "*Departments Teacher is not currently shared with*". This Department is the teacher's default Department (due to their association with their course) so they don't need to be shared with that Department. It is not to be interpreted as "*Departments Teacher is not currently associated with*".

#### Remember:

- If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Teacher List** page (Fig 3.1)).
- Once you have finished checking the details of this teacher, update the **Status** to Checked or Has Left LSE (see section 1.2 of this document for further details).

### 3.2 Adding a New Teacher

The Teacher tab allows you to add the details of new teachers in your Departments. Clicking on the **Teachers** tab from the main menu will take you to the **View Teacher List** page (Fig 3.1).

To add a new teacher, click the **Add** button at the bottom of the page which will take you to the **Edit Teacher Details** screen (Fig 3.2).

## Edit Teacher Details

In the section as shown in Fig 3.3 you will need to add the name of the new teacher and provide their LSE staff number (if available).

Current User: [BLOGGSJ] JOE BLOGGS

## Edit Teacher Details

Name	<input type="text" value="NewStaffMember"/>
Teacher Code	<input type="text"/>
Status	<input type="checkbox"/> Unchecked

**Fig 3.3**

Use the following naming convention when writing the teacher's name:

**LASTNAME, TITLE    FIRSTNAME/INITIAL(S)    MIDDLENAME(S)/INITIAL(S)**

## Examples:

- Jane Bloggs: **BLOGGS, JANE**
- J Bloggs: **BLOGGS, J**
- Dr J Bloggs: **BLOGGS, DR J**
- Dr Jane Bloggs: **BLOGGS, DR JANE**
- Dr Jane Louise Bloggs: **BLOGGS, DR JANE LOUISE**
- Dr Jane R Bloggs: **BLOGGS, DR JANE R**
- Dr Jane-Louise Bloggs: **BLOGGS, DR JANE-LOUISE**
- Dr Jane-Louise R Bloggs: **BLOGGS, DR JANE-LOUISE R**
- Dr Jane Bloggs-Smith: **BLOGGS-SMITH, DR JANE**
- Dr Jane-Louise Bloggs-Smith: **BLOGGS-SMITH, DR JANE-LOUISE**

## Teacher Details

Select a Preferred Research Day (if desired) and enter an email address if available.

## Teaching Constraints

The teaching week patterns field under Teaching Constraints is not an editable field.

As instructed in the form, highlight any teaching constraints. The form is defaulted to a green grid so you need to click on the red paint box under the table and then click on any times that the teacher is unavailable. If you wish to “undo” any red selections, click on the green paint box under the table and highlight any times that the teacher is available.

There is also a Notes field if you wish to add any further information about the teacher's teaching constraints.

## Remember:

- a) Once you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Teacher List** page (Fig 3.1).
- b) Once you have finished adding the details of this new teacher, update the **Status** to Checked or Has Left LSE (see section 1.2 of this document for further details).

## 4. Activities

The **Activities** tab allows you to modify delivery details for activities in your Department. Clicking on the **Activities** tab from the main menu will take you to the **List Activities** page (Fig 4.1).

Selecting your Department from the drop down menu, and then selecting the Course you require will result in a list of all of the activities linked to that course. Note: if you only want to see a list of one type of activity (e.g. lectures), then select one of the option types in the Activity Type drop down menu.

The screenshot shows a web-based application window titled "List Activities". At the top, there are dropdown menus for "Department" (set to AC00 - Department of Accounting), "Courses" (set to AC100 (Elements of Accounting)), and "Activity Type" (set to "Please Select..."). Below these, a message states "The following activities are on the selected course" and "To check current details of a teaching activity, click Edit.". A table lists various activities with columns for Name, Activity Type, Weeks, Duration, Status, and Scheduled. Each row has "Edit", "Copy", and "Delete" buttons. The table includes entries for LECT and CLASS activities across different weeks and durations. At the bottom of the table are "Add" and "Save" buttons.

Fig 4.1

### 4.1 Editing an Existing Activity

To edit the information for a particular activity, click on the **Edit** option next to that activity, which will enable you to view and update activity details. This will take you to the **Edit Activity Details** page (Fig 4.2).

The screenshot shows a web-based application window titled "Web Data Collector". At the top, it says "LSE Web Data Collector". Below this, it shows "Current User: [BLOGGSJ] JOE BLOGGS". The main area is titled "Edit Activity Details" with a sub-section "Activity Details". It contains fields for Name (AC550/LECT/Quantitative Method), System Ref (AC550/LECT), Activity Type (LECT), Activity Number (Quantitative Methods in Accountir), and Status (Unchecked). Below this, there is another section "Activity Details" with fields for "Number of expected students" (0) and "Duration (HH:MM)" (01:00). At the bottom right, there are "22:02" and "04/02/2015" times.

Fig 4.2

## Edit Activity Details

On this screen, you can make changes to all fields except that of the **Name** and **System Ref** which are not editable.

### Activity Details & Set the requested day and time of the activity

Update the expected number of students and the duration of the activity (under **Activity Details**), and select the week day and start time that you would like the activity to take place (under **Set the requested day and time of the activity**).

### Edit the week pattern of the activity

Select an option from the Select Teaching Weeks drop down menu (e.g. MT 1-11 with R in Fig 4.3) under the **Edit the week pattern of the activity** section on this page. Once an option is selected, the Weeks boxes will automatically populate with the relevant weeks. You can remove or add other weeks to this if required. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week.

The Web Data Collector can only refer to weeks as 1-52, and not broken down by term. The following table may assist you to complete the form:

Michaelmas Term												Lent Term									Summer Term									
WDC Weeks	5	6	7	8	9	10	11	12	13	14	15	20	21	22	23	24	25	26	27	28	29	30	35	36	37	38	39	40	41	
LSE Term Weeks	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	

The screenshot shows the 'Edit Activity Details' screen of the Web Data Collector. At the top, there's a navigation bar with a back button, forward button, and a URL bar showing 'http://syll-wdc1-test/WDC/WDC1415UAT/WDC/Activ...'. Below the navigation is a toolbar with icons for back, forward, search, and other functions. The main content area has several sections:

- Activity Details & Set the requested day and time of the activity:** Contains fields for 'Start Time' (set to 09:00) and 'Notes'.
- Edit the week pattern of the activity:** A table titled 'Michaelmas Term' maps WDC weeks (5-15) to LSE term weeks (1-11). It also includes a note about teaching weeks and a dropdown for 'Select teaching weeks' (set to 'MT 1-11 with R').
- Teacher:** Shows a dropdown for 'Week Pattern Description' (set to '5-9;11-15') and a grid for 'Weeks (Hover For Info)' with various checkboxes. Below this is a list of teachers: 'All Teachers Available' and 'Selected Teachers'.

Fig 4.3

## Teacher

Under the **Teacher** section (Fig 4.4), you should see the current teacher on that activity already populated in the Selected Teachers box. Remove and add teachers as required for the activity for the next academic year.

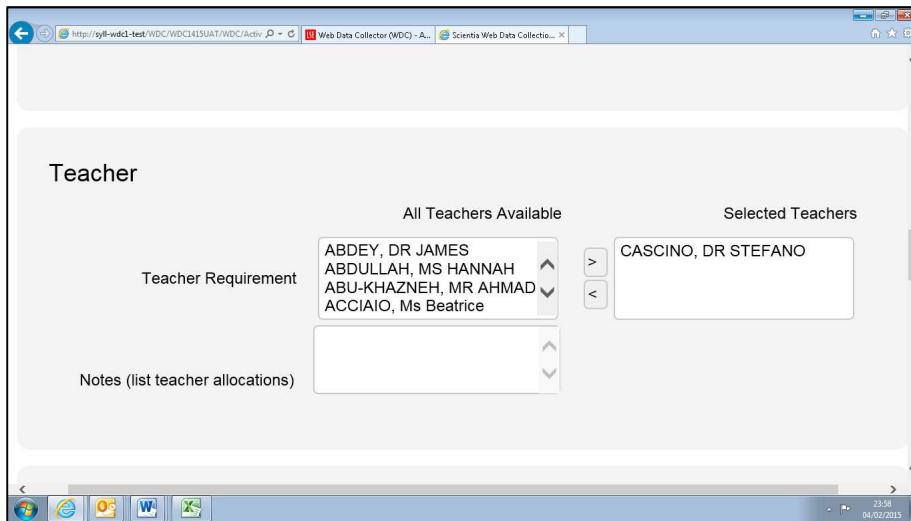


Fig 4.4

If the teacher assigned to the activity is not listed, enter their details in the notes field using the naming convention below and ensure that you add the new teacher in the Teacher form which you navigate to from the main menu (see section 3.2 of this document for guidance on how to do this).

Use the following naming convention when writing the teacher's name in the Notes box:

**LASTNAME, TITLE FIRSTNAME/INITIAL(S) MIDDLENAME(S)/INITIAL(S)**

Examples:

- Jane Bloggs: **BLOGGS, JANE**
- J Bloggs: **BLOGGS, J**
- Dr J Bloggs: **BLOGGS, DR J**
- Dr Jane Bloggs: **BLOGGS, DR JANE**
- Dr Jane Louise Bloggs: **BLOGGS, DR JANE LOUISE**
- Dr Jane R Bloggs: **BLOGGS, DR JANE R**
- Dr Jane-Louise Bloggs: **BLOGGS, DR JANE-LOUISE**
- Dr Jane-Louise R Bloggs: **BLOGGS, DR JANE-LOUISE R**
- Dr Jane Bloggs-Smith: **BLOGGS-SMITH, DR JANE**
- Dr Jane-Louise Bloggs-Smith: **BLOGGS-SMITH, DR JANE-LOUISE**

#### **Location**

The Timetabling Team collects information about the course activities for the next academic year and allocate rooms according to best fit. In the **Location** section (Fig 4.5), you should select your room suitabilities including the room layout (of which you can select one) and the equipment types (of which you can select two). To select or un-select, click on the left and right arrows as appropriate.

Note: visualisers and data projectors are not included in the list of options as they are standard equipment and so faculty will not need to specifically request these. If you require something different or additional to the room suitabilities in the list of available options, provide details in the notes field.

The system default for lecture capture is *Required* so ensure that you remove this from the room suitabilities if you do not want lecture capture for this activity.

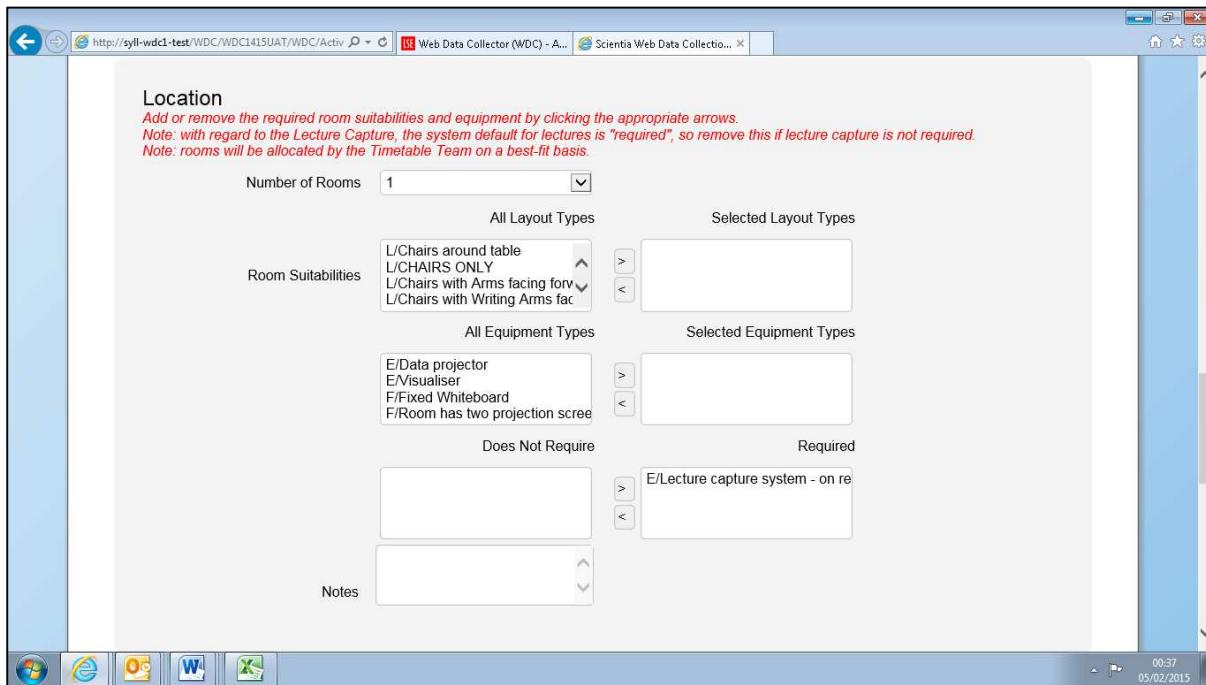


Fig 4.5

#### Create or update Jointly Taught Activity (JTA) Relationships for this activity

If the activity is a jointly taught one, details of the parent activity are included on this page for the activity. In this section (Fig 4.6) you can split or edit the JTA. For further advice on JTAs, contact the Timetabling Team at [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk) or on 020 7955 6333 (x6333).

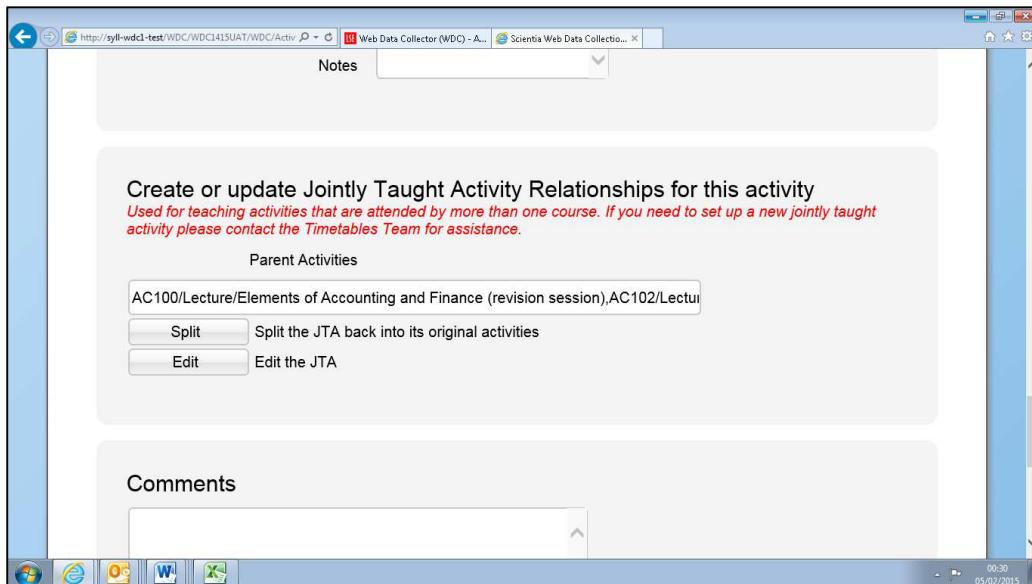


Fig 4.6

There is a comments box if you want to add further information or requests for this activity.

#### Remember:

- If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **List Activities** page).
- Once you have finished checking the details of this activity, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).

## 4.2 Adding a New Activity

The **Activities** tab allows you to add the details of new activities against courses in your Departments. Clicking on the **Activities** tab from the main menu will take you to the **List Activities** page (Fig 4.1).

Activities can only be added to existing courses, so you must select a course in the drop down menu on the **List Activities** page before you can proceed. If you are adding activities to a new course, you must first add the new course to the Web Data Collector before proceeding with adding activities (see section 2.2 on Adding a New Course).

To add a new activity, click the **Add** button at the bottom of the page which will take you to the **Edit Activity Details** page (Fig 4.7).

The screenshot shows a Windows desktop environment with a browser window open to the 'Web Data Collector (WDC)' page. The title bar reads 'LSE Web Data Collector'. The main content area is titled 'Edit Activity Details'. It contains a note: 'Check and amend details on this page where required. Change status from the default "Unchecked" to either "Checked" (once you have checked the details of the whole page) or "NotRunning" (if the activity is not running next year). Click **Save** once complete.' Below this are five input fields: 'Name' (AC550/LECT/Quantitative Method), 'System Ref' (AC550/LECT), 'Activity Type' (LECT), 'Activity Number' (Quantitative Methods in Accountin), and 'Status' (Unchecked). Below these fields is a section titled 'Activity Details' with a 'Number of expected students' field containing the value '0'. At the bottom of the page are standard Windows taskbar icons (File Explorer, Internet Explorer, etc.) and a system clock showing '02:53 05/02/2015'.

Fig 4.7

### Edit Activity Details

Do not amend the prepopulated information in the Name and System Ref boxes. You will need to select the Activity Type (e.g. SEMINAR), and enter an Activity Number which is the name of the activity (e.g. Quantitative Methods in Accounting and Finance). Once you have entered these details, the system will create the Name and System Ref.

### Activity Details & Set the requested day and time of the activity

Enter the expected number of students and the duration of the activity (under **Activity Details**), and select the week day and start time that you would like the activity to take place (under **Set the requested day and time of the activity**).

### Edit the week pattern of the activity

Select an option from the Select Teaching Weeks drop down menu (e.g. MT 1-11 with R in Fig 4.8) under the **Edit the week pattern of the activity** section on this page. Once an option is selected, the Weeks boxes will automatically populate with the relevant weeks. You can remove or add other weeks to this if required. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week.

The Web Data Collector can only refer to weeks as 1-52, and not broken down by term. The following table may assist you to complete the form:

2015-16	Michaelmas Term															Lent Term										Summer Term									
WDC Weeks	5	6	7	8	9	10	11	12	13	14	15	20	21	22	23	24	25	26	27	28	29	30	35	36	37	38	39	40	41						
LSE Term Weeks	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7						

Start Time: 09:00

Notes:

Select teaching weeks: MT 1-11 with R

Week Pattern Description: 5-9;11-15

Weeks (Hover For Info):

□	□	□	□	□	✓	✓	✓	✓	✓	□	✓	✓	✓	✓	✓	□	□	□	□	□	□	□	□	□	□	□	□	□	□	
□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□

Teacher

All Teachers Available

Selected Teachers

23:38  
04/02/2015

Fig 4.8

### Teacher

Under the **Teacher** section (Fig 4.9), you should select the teacher(s) as required for the activity for the next academic year.

Teacher Requirement

All Teachers Available

Selected Teachers

Notes (list teacher allocations)

23:38  
04/02/2015

Fig 4.9

If the teacher(s) being assigned to the activity is not listed, you must first add the new teacher to the Web Data (see section 3.2 on Adding a New Teacher).

## Location

The Timetabling Team collects information about the course activities for the next academic year and allocate rooms according to best fit. In the **Location** section (Fig 4.10), you should select your room suitabilities including the room layout (of which you can select one) and the equipment types (of which you can select two). To select or un-select, click on the left and right arrows as appropriate.

Note: visualisers and data projectors are not included in the list of options as they are standard equipment and so faculty will not need to specifically request these. If you require something different or additional to the room suitabilities in the list of available options, provide details in the notes field.

Lecture capture – for lectures this should be set to required (unless you do not want your lectures to be recorded).

The screenshot shows the 'Location' configuration page. At the top, there is a note: 'Add or remove the required room suitabilities and equipment by clicking the appropriate arrows.' Below this, there are three main sections: Room Suitabilities, All Layout Types, and All Equipment Types. Each section has a 'Selected' column on the right where items can be moved from the 'All' column on the left using arrows. A 'Notes' text area is at the bottom.

Room Suitabilities	All Layout Types	Selected Layout Types
L/Chairs around table L/CHAIRS ONLY L/Chairs with Arms facing forward L/Chairs with Writing Arms facing forward	> <	

All Equipment Types	Selected Equipment Types	
E/Data projector E/Visualiser F/Fixed Whiteboard F/Room has two projection screens	> <	

Does Not Require	Required
	> < E/Lecture capture system - on request

Notes:

Fig 4.10

## Create or update Jointly Taught Activity (JTA) Relationships for this activity

If the activity is to be a jointly taught one contact the Timetabling Team at [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk) or on 020 7955 6333 (x6333) for further assistance.

There is a comments box if you want to add further information or requests for this activity.

### Remember:

- c) If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **List Activities** page).
- d) Once you have finished checking the details of this activity, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).

# End of Document